# **GENERAL INFO**

#### **DRESS CODE**

All required dance attire and shoes are available for purchase from our in-studio boutique or can be ordered. Please see our front desk for assistance with sizing and ordering shoes, or utilize our shoe sizing kits and order form to submit an order. Merchandise orders are usually received within 1-2 weeks and will be charged to the credit card or bank account on file. Orders can be picked up at the front desk.

### **FACILITY RULES**

- Students or parents are not allowed in the classrooms or music rooms until an instructor invites them in.
- Students must be supervised when not in classrooms.
- No food or drink is allowed in the classrooms.
- No running, yelling, or horseplay in the lobby, studios, or common areas.
- Parents and visitors are allowed to observe in the classrooms provided the children are not distracted by doing so.
- Parents and guests may be asked to leave classrooms at any time if their presence or behavior is disruptive to the students.

#### WINTER WEATHER or UNFAVORABLE CIRCUMSTANCES

Closures due to severe weather conditions, power outages, or other circumstances beyond our control will be announced by 2 pm on that day (if possible) for afternoon/evening classes or 8:30 am for morning classes. Please check your e-mail or our website or social media pages for studio closings. If your class is canceled due to any of these circumstances, we will schedule a makeup class or help you choose from our existing class offerings.

## **ALLERGIES**

For the safety of many of our students and families, Arts in Motion is a peanut and tree nut-free facility. Thank you for your understanding and support in keeping Arts in Motion safe for everyone!

#### **LOST & FOUND**

Be sure to label all personal items and check our Lost and Found regularly. This is located in the lobby and will be emptied and donated a few times each season as needed. If you do not find your items in the Lost and Found, please check at the front desk as we may also keep items there.

## **MAKEUP CLASSES FOR DANCE LESSONS**

You have the option to make-up dance absences in an existing class at the same level or below. Make-ups can be scheduled at our front desk or via the Parent Portal and must be completed by the conclusion of your enrolled session. For example, all school year session make-up lessons must be completed before the end of the school year session (end of May.) Tuition is not refunded for any missed class.

## **MAKEUP CLASSES FOR MUSIC LESSONS**

You have the option to schedule make-up music lessons up to twice per quarter (twice every 90 days) provided you had given the proper 24 hours notice prior to your absence. Late absence notifications (within 24 hours of your scheduled lesson) are not eligible for make-up lessons. Make-up lesson scheduling is dependent on instructor and classroom availability. Make-up lessons can be scheduled at our front desk or and must be completed before the conclusion of your enrollment. Tuition is not refunded for any missed lessons.

